



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

STRATEGIC PROCUREMENT SPECIALIST I

Job Number: 20001717

Job Code: 92630V000101

Job Group: 9200 - PURCHASING AND STORES

Job Established: 04/16/1999

Job Revised: 12/16/2008

Grade: 14 Salary (MIN - MID):

\$18,075-\$23,944 - Hourly

\$2,937.20-\$3,890.90 - 37.5 Hr. Monthly Salary

\$3,133.00-\$4,150.30 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Leads and manages statewide procurement teams for the Finance and Administration Cabinet through the development, award, and management of complex contracts for key commodities and services. Manages and monitors relationships and performance by key vendors and agency procurement offices. When needed, assists in the development of requests for proposal and lead procurement and negotiation of appropriate level of request for proposals OR prepares and issues formal invitations to bid based on requests from state agencies and universities for capital construction. Prepares and issues requests for proposals for professional services related to capital construction. Monitors purchasing functions performed by individual agency purchasing officers to evaluate compliance with the Model Procurement Code (KRS 45A). Establishes state agency price contracts for goods, services, and construction services based on needs of multiple agencies; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have three years of purchasing experience in governmental or private purchasing practices and procedures.

Substitute EDUCATION for EXPERIENCE:

A master's degree in business administration or a related field will substitute for one year of the required experience.

Substitute EXPERIENCE for EDUCATION:

Experience in purchasing practices and procedures will substitute for the required education on a year-for- year basis.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Leads and manages procurement processes for the Finance and Administration Cabinet. Reviews purchasing data for commodities. Coordinates and recruits agency participants for procurement groups and/or selection committees as necessary. Leads procurement teams for development, evaluation and award of Statewide Master Agreements as well as the renewal contract negotiations based on vendor performance reports and state surveys. Negotiates and monitors corrective action plans for Statewide Master Agreements and other large or key contract vendors. Manages Master Agreements throughout the contract life. Participates in or leads procurement team and/or selection committees for routine Requests for Proposals (RFPs) and sealed bids (RFBs). Uses statewide procurement software for procurement, reporting, and analysis.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Incumbents working in this job title perform duties in an office setting.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.